

**BOARD OF EDUCATION
OF THE VOCATIONAL-TECHNICAL SCHOOLS
IN THE COUNTY OF MERCER, NEW JERSEY**

MINUTES OF SEPTEMBER 16, 2014

The Board Meeting of September 16, 2014 was called to order by President Albert Pitman at 5:00 pm. The meeting took place at the Mercer County Vocational-Technical Schools, 1085 Old Trenton Road, Trenton, New Jersey. The President read the following Sunshine Statement:

“In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided.
This meeting notice was advertised in the Trenton Times newspaper on September 8, 2014.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

Roll Call:	Ms. Iszard – Present	Ms. Stinger – Present	Dr. Morana – Present
	Mr. Zoller – Absent	Mr. Murphy – Absent	Mr. Pitman – Present

PUBLIC DISCUSSION

None

MINUTES OF PREVIOUS MEETING

The regular session meeting minutes of August 19, 2014 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of August 19, 2014, Ms. Iszard introduced a motion for the Board to approve the minutes. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Abstain	Dr. Morana – Abstain
	Mr. Zoller – Absent	Mr. Murphy – Absent	Mr. Pitman – Yes

The Executive minutes of August 19, 2014 were brought before the Board for approval. Upon reviewing the Executive minutes of August 19, 2014, Ms. Iszard introduced a motion for the Board to approve the minutes. Ms. Stinger seconded the motion and it was carried by roll call vote. Approval of Executive minutes of August 19, 2014 is for content, not for release. Release to be determined when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Abstain	Dr. Morana – Abstain
	Mr. Zoller – Absent	Mr. Murphy – Absent	Mr. Pitman – Yes

BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$1,335,107.03 for September 2014 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Ms. Iszard introduced a motion for the Board to approve the bill list totaling \$1,335,107.03. Dr. Morana seconded the motion and it was carried by roll call vote. The bills list and budget transfers report shall be attached to the original minutes filed in the Board Office as an official document of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana – Yes
	Mr. Zoller – Absent	Mr. Murphy – Absent	Mr. Pitman – Yes

BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending August 2014, Ms. Iszard introduced a motion the Board approve the reports as presented, whereby, that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District's financial obligations. Ms. Stinger seconded the motion and it was carried by roll call vote. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Yes
Mr. Zoller – Absent Mr. Murphy - Absent Mr. Pitman – Yes

CORRESPONDENCE & COMMUNICATIONS

None

SUPERINTENDENT'S REPORT NEW PROGRAMS/SPECIAL PROJECTS

Recommend Board approve the following:

1. Tuition Based Individual Training Agreement (ITA) Contract between Mercer County One-Stop Career Center and Mercer County Technical School District, Contract No. PY 2014-381 (attached)
2. Student Placement Agreement between Mercer County Technical Schools and Mercer County Special Services School District for the 2014-2015 school year (attached)

PERSONNEL & ADDENDUM

Recommend Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. The resignation of Peter Frascella, Principal of the Evening School, effective the end of the business day January 31, 2015, due to retirement
2. The resignation of Joseph Hoenisch, Custodian I at the Sypek Center, effective the end of the business day October 31, 2014, due to retirement
3. John Bradley Shutack, as a full-time, 12-month, contracted employee in the capacity of Computer Database Specialist for the district, at an annual salary of \$44,000 prorated, effective September 17, 2014 through June 30, 2015 (60%- 11-000-252-105-07-00-2520), (20%- 11-000-211-104-07-01-2110) and (20%- 11-000-262-104-07-01-2620)
4. Michelle Coleman, as a Lunch Aide for the Assunpink Center, at the hourly rate of \$10, on an as needed basis and not to exceed 29 hours per week, effective September 17, 2014 through June 30, 2015
5. Revised Sick Leave with pay and continuation of benefits for Alice Curry-Sheret, Supervisor of Secondary Education at the Sypek Center:

Start	End	Type
September 1, 2014	December 5, 2014	Using Sick Days
December 8, 2014	January 30, 2015	Using Vacation and Personal Days
February 2, 2015	June 30, 2015	Unpaid Leave without benefits

6. 2014-2015 District Substitutes (revised), on an as-needed basis, not to exceed 29 hours per week, effective September 1, 2014 through June 30, 2015, at per diem rate according to the current Salary/Wage Guide (11-310-100-101-01-01-1701 / 11-310-100-101-02-01-1710) (attached)
7. Sean Cavalier, Manager of Buildings & Grounds to be paid an hourly overtime rate of \$55.53, pending outcome of negotiations, for a total of 18 hours, for work due to a water main break at the Sypek Center on August 23 and August 24, 2014 (11-000-262-104-07-01-2620)
8. 2014-2015 Salary/Wage Guides (revised) for hourly and per diem employees at the Day School, Health Careers Center and Adult Evening Schools, effective July 1, 2014 through June 30, 2015 (attached)
9. A revised stipend amount of \$400, previously approved on the August 19, 2014 in the amount of \$300, for Sharon Nemeth, Principal of the Assunpink Center, for chaperoning HOSA students at the Washington Leadership Academy (WLA) in McLean, Virginia from September 20, 2014 through September 23, 2014 (four (4) days and three (3) nights) at a rate of \$100 per night and \$100 for the next day (11-310-100-101-01-01-0000)
10. Rescind the transfer of Louis Carnation, Automotive Technology Instructor, from Hopewell Valley Regional School District to the Sypek Center effective September 1, 2014 through June 30, 2015 (11-310-100-101-02-00-1710)
11. Rescind transfer of Michael Cramer, Automotive Technology Instructor at the Sypek Center, to Hopewell Valley Regional School District for the 2014-2015 school year during the period September 1, 2014 through June 30, 2015 as

per Agreement with Hopewell Valley Regional School District (50%- 11-310-100-101-02-00-1710) and (50%- 11-310-100-101-02-11-1710)

12. A stipend in the amount of \$1,200 for Rachel Hendrickson, English Instructor at the Assunpink Center, for services to be rendered as the Student Council Advisor for the Health Science Academy with Shared-Time Representatives during the 2014-2015 school year, effective September 1, 2014 through June 30, 2015, to be paid in two (2) equal payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
13. A stipend in the amount of \$1,200 for Julie Trauger, Spanish Instructor at the Assunpink Center, for services to be rendered as the Yearbook Advisor at the Assunpink Center during the 2014-2015 school year, effective September 1, 2014 through June 30, 2015, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
14. A stipend in the amount of \$1,200 for Hope Costa, English Instructor at the Assunpink Center, for services to be rendered as the HOSA Advisor during the 2014-2015 school year, effective September 1, 2014 through June 30, 2015, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-01-0000)
15. A stipend in the amount of \$600 for Rachel Matushoneck, Mathematics Instructor at the Assunpink Center, for services to be rendered as the Math League Advisor during the 2014-2015 school year, effective September 1, 2014 through June 30, 2015, to be paid in one (1) payment of \$600 at the end of the Spring semester (11-310-100-101-01-01-0000)
16. A stipend in the amount of \$600 for Rachel Hendrickson, English Instructor at the Assunpink Center, for services to be rendered as the Debate Team Advisor during the 2014-2015 school year, effective September 1, 2014 through June 30, 2015, to be paid in one (1) payment of \$600 at the end of the Fall semester (11-310-100-101-01-01-0000)
17. Valerie Wallace, Math Instructor at the Assunpink Center, to serve as the National Honor Society Advisor at no cost to the district, effective September 1, 2014 through June 30, 2015
18. Ann Benoit, Supervisor of Secondary Education, to serve as the Partnership for Assessment of Readiness for College and Careers (PARCC) District Coordinator at no cost to the district, effective September 17, 2014 through June 30, 2015 at no cost to the district
19. Ann Benoit, Supervisor of Secondary Education, to serve as the District Harassment, Intimidation & Bullying Coordinator effective September 17, 2014 through June 30, 2015 at no cost to the district
20. Brittany Graham-Young, as a full-time, 12-month, contracted employee in the capacity of Information Technology Technician for the district, at an annual salary of \$37,000 prorated, effective October 1, 2014 through June 30, 2015 (11-000-252-110-07-00-2520)
21. Revised 2014-2015 Part-time Instructors List for Health Careers Center effective July 1, 2014 through June 30, 2015 (13-330-100-101-05-01-1768) (11-000-291-290-07-08-2901) (13-330-100-101-05-01-1758) (13-330-100-101-05-01-1767) (attached)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of revised 2014-2015 District Substitutes, revised 2014-2015 Salary/Wage Guides, Revised 2014-2015 Part-time Instructors List for HCC shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana - Yes
	Mr. Zoller – Absent	Mr. Murphy - Absent	Mr. Pitman – Yes

MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Board policies and regulations for second reading and adoption (copies available for review in the Superintendent's office):
 - a. 1230 Superintendent's Duties
 - b. 1522 School-level Planning
 - c. 2132 School District Goals and Objectives
 - d. 3232 Tutoring Services
 - e. 3232R Tutoring Services
 - f. 3240 Professional Development for Teachers and School Leaders
 - g. 3240R Professional Development for Teachers and School Leaders
 - h. 3281 Inappropriate (Teaching) Staff Conduct
 - i. 3281R Inappropriate (Teaching) Staff Conduct
 - j. 4281 Inappropriate (Support) Staff Conduct
 - k. 4281R Inappropriate (Support) Staff Conduct

- l. 5350 Pupil Suicide Prevention
- m. 7434 Smoking on School Grounds
- n. 8462 Reporting Potentially Missing or Abused Children
- o. 8462 R Reporting Potentially Missing or Abused Children
2. Board policies and regulations for first reading:
 - a. 0144 Board Member Orientation and Training (attached)
 - b. 1581 Victim of Domestic or Sexual Violence Leave (attached)
 - c. 2461.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (attached)
 - d. 2461 Special Education/Receiving Schools (attached)
 - e. 2461R Special Education/Receiving Schools (attached)
 - f. 2461.01R Special Education/Receiving School – IEP Implementation (attached)
 - g. 2461.02R Special Education/Receiving Schools – Suspension (attached)
 - h. 2461.03R Special Education/Receiving Schools – Pupil Records (attached)
 - i. 2461.04R Special Education/Receiving Schools – Special Education and Related Services (attached)
 - j. 2461.05R Special Education/Receiving Schools – IEP Compliance (attached)
 - k. 2461.06R Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff (attached)
 - l. 2461.07R Special Education/Receiving Schools – Termination of Placement (attached)
 - m. 2461.08R Special Education/Receiving Schools – In-service Training (attached)
 - n. 2461.09R Special Education/Receiving Schools – Statewide and District-wide Assessment Programs (attached)
 - o. 2461.10R Special Education/Receiving Schools – Full Educational Opportunity (attached)
 - p. 2461.11R Special Education/Receiving Schools – Staff Consultation (attached)
 - q. 2461.12R Special Education/Receiving Schools – Length of School Day and Academic Year (attached)
 - r. 3125 Employment of Teaching Staff Members (attached)
 - s. 3230 Outside Activities (Teaching Staff) (attached)
 - t. 4125 Employment of Support Staff Members (attached)
 - u. 4230 Outside Activities (Support Staff) (attached)
 - v. 5300 Automated External Defibrillators (AED) (attached)
 - w. 5300R Automated External Defibrillators (AED) (attached)
 - x. 5519 Dating Violence at School (attached)
 - y. 5519R Dating Violence at School (attached)
 - z. 5533 Smoking (attached)
 - aa. 5561 Use of Physical Restraint (attached)
 - bb. 5561R Use of Physical Restraint (attached)
 - cc. 5611 Removal of Students for Firearms Offenses (attached)
 - dd. 5611R Removal of Students for Firearms Offenses (attached)
 - ee. 5612 Assaults on District Board of Education Members or Employees (attached)
 - ff. 5612R Assaults on District Board of Education Members or Employees (attached)
 - gg. 5613 Removal of Students for Assaults with Weapons Offenses (attached)
 - hh. 5613R Removal of Students for Assaults with Weapons Offenses (attached)
 - ii. 5620 Expulsion (attached)
 - jj. 7510 Use of School Facilities (attached)
 - kk. 7510R Use of School Facilities (attached)
 - ll. 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (attached)
3. Annual Statement of Assurance (SOA) for New Jersey Quality Single Accountability Continuum (NJQSAC) for the 2014-2015 school year (attached)
4. District Reports of Electronic Violence and Vandalism Reporting System (EVVRS) for the 2013-2014 Report Period 2, January 1, 2014 through June 30, 2014 (attached)
5. District Harassment, Intimidation & Bullying Report for September 1, 2014 through September 9, 2014 (attached)
6. Emergency Preparedness Drill Report for the month of August 2014 (attached)
7. Revised job description for Information Technology Technician (attached)

Ms. Stinger introduced a motion for the Board to approve the aforementioned. Ms. Iszard seconded the motion and it was carried by roll call vote. A copy of 0144, 1581, 2461.4, 2461, 2461R, 2461.01R, 2461.02R, 2461.03R, 2461.04R, 2461.05R, 2461.06R, 2461.07R, 2461.08R, 2461.09R, 2461.10R, 2461.11R, 2461.12R, 3125, 3230, 4125, 4230, 5300, 5300R, 5519, 5519R, 5533, 5561, 5561R, 5611, 5611R, 5612, 5612R, 5613, 5613R, 5620, 7510, 7510R, 9181, SOA, EVVRS, HIB, EPDR, Revised job description for IT Technician, shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard – Yes	Ms. Stinger – Yes	Dr. Morana – Yes (abstain on #3)
	Mr. Zoller – Absent	Mr. Murphy – Absent	Mr. Pitman – Yes

OLD BUSINESS

None

NEW BUSINESS

Ms. Dawson recommended the Board approve the following:

- IIA. Travel requests (attached) REVISED (HANDOUT)
- IIB. Field trip requests (attached) REVISED (HANDOUT)
- IIC. Change Order No. 11 for Rampart Construction Co., Inc. to add top soil, seeding, grading, fertilizer and mulch at the new entrance of C Building, for a total of \$5,084, adjusting contract from \$4,854,240 to \$ 4,859,324 (attached)
- IID. Construction Change Directive No. 001R of a lump sum increase of \$3,412.40 to the Plumbing, Drainage & Gas Fitting Work contract of DuMont Mechanical, Inc. (attached)
- IIE. Advertise to bid maintenance services of Heating/Air Conditioning Units and Refrigeration Equipment
- IIF. Dapper Bus Company route AMC5 via MCSSSD to transport Health Science Academy students between Assunpink Center and Mercer County Community College for the period September through December 2014 not to exceed \$4,000 (11-000-270-512-01-00-2700)
- IIG. Recording of AIA Document G704-2000; Certificate of Substantial Completion for J.V. Palmonari, Inc. (attached)
- IIH. One year extension of contract with Culinary Ventures Vending beginning September 1, 2014 through August 30, 2015, originally approved on September 17, 2013
- II. Year four (4) of five (5) contract with Neopost (Mail Finance) for postage processing at \$384.42 per quarter beginning October 1, 2014 (11-000-230-530-02-01-2300)
- IIJ. Year 2 of 3 for Removal and Disposal of Waste and Recycling Bid 14-103 with Midco Waste Systems for \$15,898.52 beginning October 1, 2014 - June 30, 2015 (11-000-262-420-01-00-2620; 11-000-262-420-02-00-2620; 13-330-200-420-05-00-2620; 13-629-200-420-04-00-2620)
- IIK. Agreement between MCTS and Camelot Educational Resources, LLC for the 2014-2015 school year, originally Board approved on September 18, 2012, year 3 of 3 (attached)
- II. Closeout documents for MTB LLC on the completion of the Health Careers Center Roof Replacement, Spiezle Architectural Group Project 12K114 (attached)
- IIIM. Proposals from Ireland Contractors and To The Rescue Contracting, LLC for snow removal services for the 2014-2015 school year at the rates specified on the individual proposals (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Ms. Stinger seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Change Order #11, Change Directive #001R, AIA for Rampart, 2014-2015 Camelot Agreement, MTB closeout, proposals from Ireland Contr. and To The Rescue Contr., shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call:	Ms. Iszard - Yes (abstain on IIJ)	Ms. Stinger - Yes	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Absent	Mr. Pitman - Yes

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 5:05 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

Roll Call:	Ms. Iszard - Yes	Ms. Stinger - Yes	Dr. Morana - Yes
	Mr. Zoller - Absent	Mr. Murphy - Absent	Mr. Pitman - Yes

The next meeting of the Board shall be Tuesday, October 21, 2014 at 5:00 pm at the Assunpink Center.

Respectfully submitted,



Tanya Dawson
Business Administrator/Board Secretary